



***SYLLABUS FOR ORMN440 Human Resource Management
Group 157***

Term: Spring, 2016

Course Number: ORMN 440

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Office Hours: 10:30 A.M. – 3:00 P.M., Monday through Thursday
The instructor is available by appointment

Course Time: Monday evenings: 6:00 to 10:00 P.M, Whiting Campus Room 300
Class sessions meet on January 4, 11, 25 and February 1, 8

Course Description: An examination of the basic functions and processes of management, their relationship to the various functions performed in managing human resources, and the need to perform them in accordance with organizational objectives. Economic, social, and legal constraints on the performance of these functions will be explored.

Prerequisites: Enrolled in the Organization Management Program

Textbooks: Mondy, W., Human Resource Management, 13th edition, (2013)

Statement of Plagiarism:

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances. **Please be aware that your paper may be submitted for examination for plagiarism to Safe Assign, a plagiarism-check Internet Company with which the college has contracted.**

Please Note: Modifications to this syllabus may be made to meet the needs of this specific class.

Calumet College of St. Joseph adheres to citation guidelines as prescribed by the particular discipline (i.e., MLA, APA, Chicago Manual of Style or Turabian.). All of these guidelines are available in the Calumet College of St. Joseph library or bookstore.

These texts outline how to cite references from a variety of sources, including electronic media.

Withdrawal from Classes Policy:

Please see the Degree Completion Program's Student Handbook for withdrawal policy. All withdrawals are completed through the Degree Completion Academic Advisor's office, 219-473-4209.

Class Policy on Attendance:

It is a serious matter when a student misses even one session due to the accelerated format of the program. If the student misses more than one session, the student is required to withdraw from the module by contacting the Academic Advisor and their instructor. Notice if a student misses one class the students will be forced to withdraw if he or she is late for any other class during the five-week duration of the course. No student can miss more than four hours of scheduled course time.

In addition, when a student misses one session of class they will not receive class participation for that session, and any assignment due that night will have the grade earned for that assignment lowered by ten percent. It will be nearly impossible for a student to earn a grade of "A" if they miss one class session.

The Student Success Center is dedicated to supporting Calumet College of St. Joseph students. Students work with tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. Tutoring is open to all students at Calumet College of St. Joseph at no charge and is available to support most introductory courses. Tutoring in support of some other courses is available as well. The Tutoring Center is located on the first floor in the Library. The telephone number is 219.473.4287 or 800.700.9100 ext. 287.

The tutoring center has on-line tutoring available for OMRN students. Please contact Carlye Frank at cfrank@ccsj.edu or at 219-473-4286 to make arrangements.

Disability Services

The Student Support Services Office is the primary office to guide, counsel and assist students with disabilities. If you have reasonable accommodation needs (e.g., extended time needed for tests, note taking assistance, special testing arrangements, etc.) because of a disability, contact the Student Support Services Office at 219-473-4388. Student Support Services staff will require documentation pertinent to your disability. If you already receive services through the Student Support Services Office and require accommodations for this class, make an appointment as soon as possible to discuss your needs. Calumet College of St. Joseph will hold any information you share in the strictest confidence unless you request that it be shared.

Class Policy for Assignments:

- Reading assignments must be completed before attendance in class
- All students are expected to participate in class discussion
- Homework assignments that are turned in late will have a grade deduction of one letter grade. **No more than one assignment may be turned in late for the entire course.**

Course Objectives:

- To be able to list the five major functions of human resource management and how they are interrelated
- To be able to identify and discuss human resource trends
- To be able to discuss, apply and evaluate legal aspects of human resource management
- To be able to create and perform a job analysis
- To be able to conduct a job interview
- To be able to apply strategic human resource management concepts
- To be able to understand how globalization affects human resource management
- To be able to discuss training and development, career planning
- To be able to evaluate the benefits and pitfalls of different compensation policies
- To be able to create a performance appraisal, and describe the benefits of such
- To be able to discuss and evaluate workplace safety and health issues and policies

Assessment:

5 Quizzes, 50 points each	250 points
Job Analysis	100 points
Participation	50 points
Applied Summary Paper	200 points
Class Presentation Night 2	25 points
Class Presentation Night 3	25 points
Interview Simulation Activity	100 points
Summary Paper Presentation	<u>100 points</u>
	850 points

Grading Scale:

A = 94 to 100 percent	A- = 90 to 93	
B+ = 88 to 89	B = 84 to 87 percent	B- = 80 to 83
C+ = 78 to 79	C = 74 to 77 percent	C- = 70 to 73
D = 60 to 69 percent		F = under 60 percent

Format for Written Assignments:

All paper must use APA format

Quizzes will be taken at the end of class, **student may use their personal notes.**

Weekly Assignments

Week One	Read Chapters	One, Two, Three Quiz one over 1-3, Assign Summary Paper
Week Two	Read Chapters	Four, Five and Six Quiz Two over 4, 5, 6, Assign Job Analysis Class Presentation
Week Three	Read Chapters	Seven, Eight Quiz three, Chapter 7, 8, Job Analysis due Class Presentation
Week Four	Read Chapter	Nine, Ten, Quiz four, over 9, 10 Presentation of Summary Paper Due Interview Simulation Due
Week Five	Read Chapter	Eleven and Fourteen Quiz Five, 11, 14, Summary Paper Due Presentation of Summary Paper Due

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.

4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.

5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.